

OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS:: KOLKATA- 700 001

NOTICE INVITING QUOTATION

No. Welfare/AMC/Fan/VII/23-24/989

Dated: 22/03/2024

Sub: - Seasonal Maintenance Contract (April 2024 to November 2024) of 422nos. Pedestal fans.

This office intends to engage a reputed firm/vendor for Seasonal Maintenance Contract (Apr.'24 to Nov.'24) for the purpose of well maintenance and thereby keeping all its Pedestal fans (around 422) in good running condition in the sections and the chambers of officers during the ensuing summer season (i.e. from Apr.'24 to Nov.'24). Intended firm/vendor having experience in this field and adequate expertise may participate in the bidding subject to the following terms and conditions.

Terms & Conditions:-

1. Participant bidders should possess valid license from the competent authority and adequate experience of providing seasonal/annual maintenance contract service in Government (Central/State/ PSU) offices. Proof should be attached.
2. The Seasonal Maintenance Contract will only be service maintenance contract in nature. Selected vendor will make arrangement for procurement of spare parts, if any, required during maintenance from local market and this office will bear the actual cost of the spare parts on production of original bills.
3. The number of Pedestal fans may be reduced or increased and pro rata payment will be made to the vendor.
4. Dusting and cleaning in respect of the entire pedestal fans will be required to be done in each month, whereas overhauling of all fans is required to be done twice in March/April and in September/October.
5. All breakdown calls in respect of the pedestal fans shall have to be attended within 24 hrs. and restored within 48 hrs of working days except holidays. Any unjustified and unacceptable delay in attending the affected fan/s beyond 24 hrs. shall render the

व. लेखा अधिकारी (कल्याण)
Sr. Accounts Officer (Welfare)
कार्यालय महालेखाकार (ले.ए.ह.), प.बं.
O/o the Accountant General (A&E), W.B.
ट्रेजरी बिल्डिंग, कोलकाता-७०० ००१
Treasury Buildings, Kolkata-700 001

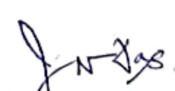


vendor liable for penalty @ 1% of the contract value per week subject to maximum of 5% of the contract value.

6. The rates once furnished and accepted by this office cannot be changed by the firm during the contractual period. Any request in this regard will not be entertained.
7. For quoting the rates only the prescribed Bidding Sheet attached to the NIQ will be allowed. No other sheet will be entertained. The rate should be inclusive of GST.
8. Necessary arrangement for deployment of at least one service man during the office hours for providing preventive and remedial service maintenance support to the contracted pedestal fans is to be made during the entire contractual period.
9. If any pedestal fan happens to become inoperative and requires to be taken to the workshop of the vendor, the vendor will be liable to provide a fan as substitute. In that case no extra cost will be borne by this office.
10. The vendor will not be allowed to sublet any service work (partially or entirely) to any other vendor without permission of this office.
11. This office reserves the right to accept or reject even the lowest bidder or any other bidder after assigning valid reason.
12. The payment to the vendor will be made in every month proportionately after satisfactory service.

The sealed quotation (superscripting the subject “**Maintenance of Pedestal Fans**” on the envelope in bold letters) should be addressed to **Sr. Accounts Officer (Welfare)** of this office and sent to Welfare section of the office of the Accountant General (A&E), West Bengal, Ground floor of Treasury Buildings, 2, Govt. Place, West Bengal, Kolkata- 700001 so as to reach this office by 12 noon on or before 03/04/2024 positively. The sealed quotations will be opened on the same day at 1 p.m. in the chamber of Sr. AO/Welfare in presence of quotationers, if any.

Encl: Bidding Sheet


Sr. Accounts Officer (Welfare)
व. लेखा अधिकारी (कल्याण)
Sr. Accounts Officer (Welfare)
कार्यालय महालेखाकार (ले.ए.ह.), प.चं.
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BIDDING SHEET

Sl. No.	Name of the vendor	Rate for 422nos of Fans*	
		Monthly	Seasonal (For 8 months)

Name of the Firm/Vendor

Contact No.:-

Address:-

व. लेखा अधिकारी (कल्याण)
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Signature of the authorized
person with stamp

* Rate is inclusive of all taxes, fitting charges, transportation cost and other allied charges, if any.

